

# Karen Marquez

1135 W. 144<sup>th</sup> Pl., Westminster, CO 80023

303.249.8620(c) [tkmarqs@gmail.com](mailto:tkmarqs@gmail.com)

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## Objective

To secure a position in an organization that offers challenge and opportunity for my career development. I would like to gain new skills and opportunities to grow and in turn contribute to further the success of the organization I am part of.

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## Professional Summary

Experienced as a Law Firm Office Manager with over 10 years of customer service skills. Possess the understanding of complex legal issues with the ability to multitask and stay organized. Multiple years of knowledge filing paperwork with the courts, insurance companies, hospitals, clients, etc. to get complex and confidential cases resolved.

Responsible for all technical issues that arise in the office, smartphone training and repair, computer and printer issues, etc.

I am also a political consultant. I help run campaigns, manage the campaign finances and comply with all state laws - IT consultant and help desk manager for campaigns.

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## Experience

Office Manager for Law Firm  
IT manager for Law Firm  
Professional/Technical Consultant  
for Political Campaigns  
Legislative Aide to State Representative  
Entrepreneur/Restaurant Owner  
Software Support at D.I.A.  
System Coordinator at D.I.A.  
Mechanical Technician at D.I.A.

## Employers

Solano Law Office  
Solano for Senate Campaign  
Solano for Commissioner Campaign  
State of Colorado Government  
Self-Employed: Dakota Enterprises/Owner  
Self-Employed: Shop N' Bag, Inc./Owner  
PPM Automated Baggage Systems at D.I.A  
BAE Automated Baggage Systems at D.I.A

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## Education

Bachelors Degree in Business (2009)  
Trinidad State Junior College: Degree: A.A.S. Electronic Technology (1991)  
Trinidad State Junior College: Degree: A.A.S. Computer Maintenance (1992)  
Trinidad High School: Diploma (1988)

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## Skills

A self-starter with strong self-motivation. Years of experience as a Law Firm Office Manager- Proficient in all MSOffice products- PeachTree Accounting Software- Intuit on-line payroll software. I am in charge of the business checking account, I sign all payroll checks, pay all monthly bills for the firm – personal assistant for up to 3 lawyers – help desk manager – repair, replace and maintain all office equipment, i.e. computers, smart phones, printers, cameras, and other office equipment.

Great communications skills and an ability to multitask and stay organized. Met all deadlines and managed all upcoming deadlines for the firm.

As a political consultant I was responsible for managing campaign finances, expenses, contributions, IT consultant. Most recent campaigns were a 2014 senate campaign and county commissioner campaign. I have over 10 years of excellent customer service skills, over the phone and in person.